

Carlisle Housing Authority  
May 26, 2011  
Submitted by Carolyn Ing

Meeting was called to order at 7:30 pm.

In attendance: Alan Lehotsky (Chair), W. Randall Brown, Carolyn Ing, Steve Pearlman, Elizabeth DeMille Barnett (Housing Coordinator).

Community input: None

Election of officers: Postponed until next meeting.

### **Old business**

Benfield Farms update: On May 10th, Bronia Clifton from the Community Economic Development Assistance Corporation (CEDAC), as part of CEDAC's review of a NOAH preliminary development loan, came to Carlisle for a Benfield Farms site visit. Ms. Clifton toured the site and had questions about project components for both Toby Kramer of NOAH and Barnett. CEDAC's board, a public-private partnership, can provide the first round of funding by approving a \$100,000 short-term loan. Proceeds would be used to fund continuing work on the project; specifically, the production of architectural and HVAC design documents.

Highland Building update: Barnett inquired today whether the Highland Building Committee had approved a developer walk-through.

Glossary: Has been posted on website. This interactive document may be revised if board members have comments. All links are live.

Affordable Accessory Apartment Regulatory Agreement revisions: Feedback not yet received from attorney Kathleen O'Donnell. Barnett is scheduled to talk with her next week.

Department of Developmental Services housing: Barnett visited a New England ARC-operated home in Burlington, a two-family facility. One building was modular, the other a rehab of an existing house. Barnett has developed grant proposal materials for a request for the Housing Trust for a preliminary engineering site analysis. This analysis will need to be completed within the next several months if the CHA plans to propose disposition of the property for this purpose on a warrant for the next Town Meeting. DDS is committed to and enthusiastic about working with the CHA. Tom Lane commented that the Planning Board is very interested in working with CHA on this project. The Planning Board has time on their agenda to discuss the project at their June 13 meeting.

Housing Authority meeting times survey results: Discussion ongoing.

### **New business**

Barnett requested to attend two upcoming meetings: Housing Institute and CHAPA. On a motion made by Pearlman and seconded by Brown, the board voted 4-0 to authorize her attendance.

On a motion made by Pearlman and seconded by Brown, the board voted 4-0 to authorize a reimbursement of \$96 towards Barnett's \$150.00 registration fees to attend the Massachusetts Housing Institute (6-20-2011 to 6-21-2011) in Devens, as well as the Citizens Housing and Planning Association Chapter 40B Training (6-15-2011) in Marlborough.

Economic climate: Barnett noted that there continues to be more Carlisle residents in financial distress that she has been meeting for counseling on housing-related issues.

Benfield mowing: Barnett to contact Kevin Stacy for a Benfield mowing services bid.

Minutes approved: On a motion made by Pearlman and seconded by Lehotsky, the board voted 4-0 to approve the minutes of the May 12 meeting.

Next meeting date: June 23, or June 27 as alternate date. No meeting on July 9.

Meeting adjourned: On a motion made by Pearlman and seconded by Brown, it was voted 4-0 to adjourn. Meeting adjourned at 8:25 pm.

### **Action items**

- Barnett will talk with Kathleen O'Donnell on revisions to the Affordable Accessory Apartment Regulatory Agreement.
- Barnett will ask Town Counsel if a Town Meeting approval is necessary for getting a potential DDS project going.
- Barnett to contact Kevin Stacy for mowing services at Benfield.